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February 3, 2009

TO: Each Supervisor

FROM: Marvin J. Southard, D.S.W.
Director of Mental Health

SUBJECT: **ADVANCE NOTIFICATION OF INTENT TO ENTER INTO SOLE
SOURCE CONTRACT NEGOTIATIONS WITH PUBLIC HEALTH
FOUNDATION ENTERPRISES, INC.**

This memo is to comply with the Chief Administrative Officer, David E. Janssen's September 1999 letter regarding contracting policy requirements for sole source contracts. It is the Department of Mental Health's (DMH) intent to enter into sole source contract negotiations with Public Health Foundation Enterprises, Inc. (PHFE), located at 13200 Crossroads Parkway North, Suite 135, City of Industry, CA 91746.

Experts in many fields including emergency preparedness, medical and mental health and victim assistance have recommended that Los Angeles County (LA County) establish Family Assistance Centers (FAC) that would be utilized in response to disasters. FACs, staffed by local government agencies, civilian workers and/or volunteers, provide prescribed functions and services to families and other community members impacted by a disaster. The FACs function as communication centers at central locations where family members may receive supportive services, register missing loved ones and provide data for identification purposes. Supportive services include mental health services and may include some health care for family members of deceased individuals as well as for morgue operations personnel. Other essential services may include the following:

- Resource and Referral;
- Crisis Counseling Assistance: referral and coordination for crisis counseling provided through collaboration of DMH directly operated clinics and contract providers;
- Ante-mortem Information: collect, manage, and organize ante-mortem data which may consist of medical information, x-rays or DNA samples provided by families to assist the Department of Coroner in identifying remains;
- Spiritual Care;
- Information Exchange;

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- Victim Identification Process;
- Victim Injury/Death Notification;
- Coordination of disaster site visits and memorial services; and
- Other support services including: food, lodging, clothing, transportation, first aid, medication, financial services, legal services, advocacy services, interpreter services, crime victims services, and child care.

DMH is leading/coordinating the development of a plan to implement FACs at critical sites throughout LA County in the event of a major disaster. In this effort, DMH proposes to enter into a sole source contract with PHFE for the following deliverables:

1. Identifying Stakeholders and organizing, facilitating and documenting Stakeholder Planning Meetings;
2. Developing a FAC implementation Plan;
3. Developing an Operational Manual;
4. Identifying sites for FACs, including space and floor plans;
5. Implementing a tabletop/workshop with DMH and stakeholders; and
6. Implementing full scale functional exercise.

DMH will require PHFE to be responsive and flexible to the emerging needs of this project and to produce and submit a formal Project Management Plan for each of the above deliverables. The DMH Project Director, after consultation with the Stakeholders, will authorize execution of each Plan.

All work performed under this contract will be required to conform to Los Angeles County Standards and Practices for Strategic Planning. In this regard, PHFE will be required to utilize the County's established framework and vocabulary for strategic planning, e.g., the Countywide Strategic Plan including the Vision Statement, Mission Statement and eight Strategic Plan Goals, with hierarchy of (1) Goals, (2) Strategies to accomplish the Goals, and (3) Measurable Objectives to Achieve the Strategies.

The Department received funding from the State Homeland Security Grant program for this agreement in the amount of \$350,000 to develop a plan for FAC in Los Angeles County. The money is immediately available and must be spent by April 30, 2010. The term of the proposed contract would begin upon Board approval and extend through April 30, 2010.

DMH proposes a sole source contract with PHFE because this California 510(c) 6 nonprofit organization is uniquely qualified to provide the services needed. PHFE has contracts with the Los Angeles County Department of Health Services Emergency Preparedness & Response Program to provide Personnel and Operational services with a budget of \$22,438,523. PHFE has demonstrated its ability to recruit and hire in a timely manner "specialized personnel" that are trained and knowledgeable in the areas

of bioterrorism, bioterrorism preparedness and other terrorist threats, and disaster preparedness and response. PHFE also has a contract with the Department of Public Health to develop, execute, and evaluate a series of ten Point of Dispensing site activations for influenza vaccination with a budget of \$189,880.

Unless otherwise instructed by a Board office within two weeks, DMH will proceed with negotiating the sole source contract with PHFE. DMH will work closely with both the Office of the County Counsel and the Chief Executive Office in preparing a new Consultant Services Agreement.

MJS:TB:MM:mm

c: Chief Executive Officer
County Counsel